

S-E-C-R-E-T

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030012-6

24 February 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 24 February 1978

1. (U) Hispanic Recruitment:

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a. Recruiter [REDACTED] of our Washington Area Recruitment Office (WARO) has been expanding his local Hispanic contacts. Mr. Harry Duane of the Health Services Administration (HEW) has referred an accounting candidate, and several other Hispanic applicants have applied at [REDACTED] as a result of referrals by Hispanic organizations.

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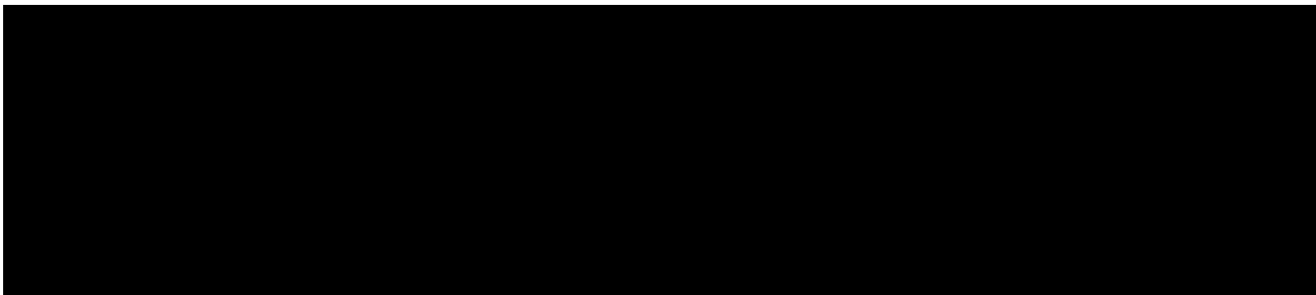
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b. In coming weeks, [REDACTED] will accompany [REDACTED], EEO Officer, to meet the Bilingual Counselor, Miss Rachel Valdez, of the Federal Job Information Center of the Civil Service Commission to discuss Agency requirements. Miss Valdez contributes written articles to a bilingual publication which furnishes information about Federal employment.

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c. Also, [REDACTED] is participating in advance preparations for the IMAGE Convention which will take place in Washington in June. IMAGE is a national Hispanic organization which sponsors a Job Fair at its annual convention.

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3. (U) Part-Time Requests: Our recent Headquarters Bulletin soliciting employee referrals of individuals to meet the Agency's part-time clerk/typist requirements produced 15 referrals on the day it was disseminated. This is an excellent response. Hopefully, we will continue to receive a good number of referrals.

4. (U) Campus Newspaper: Recruiter [REDACTED] reports that while recruiting at Miami University in Ohio on 16 February she was interviewed by Mr. Douglas Imbrogno for an article in the campus newspaper. Mr. Imbrogno advised her that the campus paper, Miami Student, was doing feature articles on CIA's covert presence on campuses as revealed by documents obtained under the Freedom of Information Act. He indicated that the paper wanted to do an article on CIA recruitment activities so as to provide balance to its reporting. [REDACTED] gave him a ten-minute briefing on our recruitment requirements and on how we conduct our campus recruitment activity. She reports that the interview was friendly and quite positive.

5. (U) Minority Result: Recruiter [REDACTED] and Office of General Counsel representatives [REDACTED] attended a minority job fair on 17 and 18 February at Howard University's Law School. The job fair was sponsored by the National Bar Association, a black lawyers' organization, and by the Black American Law Students Association. Unfortunately, the event was somewhat disorganized and the presence of the Agency representatives was not properly advertised. As a result, only 12 candidates were interviewed; however, four of these were impressive enough to warrant further review by the Office of General Counsel.

6. (U) Regulations: We have forwarded to the Regulations Control Branch extensive revisions to [REDACTED], Conduct and Discipline and Awards, to include provisions of new law on "gifts."

7. (U/AIUO) Testing Aids: Clerical Staffing Branch had two large charts made for the clerical testing room. They are designed to assist applicants and employees to better understand the requirements to qualify in our typing and shorthand tests. One chart contains directions for transcription and also lists what kinds of mistakes are counted as errors. The other chart shows the Agency error guide for the five-minute typing test.

8. (U/AIUO) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 90 persons to go by 30 June, 18 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	6 (0)	3 (0)	9 (0)
Signed to go	23 (4)	58 (14)	81 (18)
Totals	29 (4)	61 (14)	90 (18)

25X1A 9. (U) External Placement: [REDACTED], and one of Retirement Counseling and Employee Assistance Branch's (RCEAB) company contacts, spent two days at the Key Bridge Marriott, February 15th and 16th, interviewing several candidates for positions with his company. Among the candidates interviewed were five RCEAB clients, three of whom were involved in the DDO reductions. [REDACTED] and his associate, [REDACTED], met with the RCEAB on the afternoon of the 16th to further discuss requirements and opportunities with [REDACTED]. When asked how CIA'ers compared with persons interviewed from other sources, they indicated that generally our candidates came out "very strong."

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25X1A 10. (C) SWOOP Briefing: The Chiefs of Central Processing Branch (CPB) and Personal Affairs Branch (PAB) briefed the SWOOP (Students, Wives Overseas Orientation Program) class on Tuesday, 21 February, at [REDACTED]. The briefing consisted of a rundown on the functions of CPB and PAB along with discussions of procedures to be followed in processing for overseas assignments. In addition, the Overseas Medical Program and the Casualty Affairs Program were discussed in some detail.

11. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 45.

12. (S) Rehired Annuitants: See attached report.

(Signed) F. W. M. Janney
F. W. M. Janney

Att

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25X1A EA-D/Pers/ [REDACTED] (24 Feb 78)

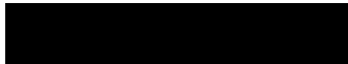
S E C R E T

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY(21-25 February 1978) (U/AFUO)

1. (S) The following rehired civilian annuitant case was approved for extension by the Acting Deputy Director for Administration:

DDA

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- Independent Contractor, Office of Medical Services, one year extension.

2. (S) The following rehired civilian annuitant case was terminated:

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- Contract Employee, OSO, terminating 10 March 1978.

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